

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: July 5, 2022**

**Closing Date: July 15, 2022**

**Legal Administrative Specialist  
Family Division, Juvenile Delinquency/Truancy Unit, New Castle County**

**Job Responsibilities and Duties:**

This Legal Administrative Specialist provides secretarial support to Deputy Attorneys General in the Family Division, Juvenile Delinquency/Truancy Unit, in New Castle County. This Administrative Specialist creates and compiles criminal files, types a variety of documents and correspondence to victims and attorneys; photocopies and organizes complex documents, files/cases, and manages a large volume of files for trial support on a daily and weekly basis. This position may also assist in administrative coverage for the Department at the Courthouse. This position will be included in the rotation schedule for the Department's Main Receptionist telephones in New Castle County.

**Job Requirements:**

Applicants must have education, training and/or experience demonstrating competence in each of the following areas:

1. Possession of an Associate's degree or higher.
2. Knowledge of legal terminology.

OR

1. One year of experience in coordinating office activities such as planning/coordinating meetings or conferences; tracking workflow and follow up; composing meeting notes; directing clients/customers; explaining services to the public and customers/clients; establishing or maintaining filing/record systems.
2. One year of experience in document processing which includes reviewing and evaluating records for completeness and conformity with laws, rules, regulations, standards, policies and procedures, resolve deficiencies, interpret information, and track and monitor activities.
3. One year of experience in using standard computer software programs for word processing, spreadsheets, or databases.
4. Six months experience in using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
5. Knowledge of legal terminology.

Minimum Qualifications:

- Must be detail-oriented, highly organized, and proficient in Microsoft Office suite.
- Must be able to multi-task throughout a high volume of work demands and deadlines for multiple Deputy Attorneys General.
- Must have the ability to interact professionally with members of the public, including victims, witnesses, police and probation officers, in addition to working professionally with Court personnel and maintaining productive working relationships with Court staff.
- Must be able to maintain confidentiality on criminal intelligence data and sensitive cases.
- Must possess excellent spelling, grammar, and proofreading skills.
- Must be able to answer telephones and take accurate messages.

**Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.**

**External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link): <http://attorneygeneral.delaware.gov/executive/hr/job-application/>**

**OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: [DOJHR@delaware.gov](mailto:DOJHR@delaware.gov) OR Fax to: 302-577-5866. EOE.**